



State Approving Agency for Veterans Education  
 700 Foothill Blvd  
 Salt Lake City, UT 84113  
 Phone (385) 272-7003 Fax (801) 584-1964

Effective Date: \_\_\_\_\_  
 Catalog Vol. \_\_\_\_\_

## **Application for Re-Approval of an Accredited NCD**

Please complete this application fully, including the date and volume of the catalog you are submitting. **We cannot process incomplete applications; they will be returned.** Once completed, submit a signed application with all documentation in an electronic approval packet via email to [utahsaa@utah.gov](mailto:utahsaa@utah.gov).

### **Part I: Institution Information:**

*Complete this section fully. Identify any changes in institutional status or policies.*

|   |  |                    |  |
|---|--|--------------------|--|
| <b>Name of Institution:</b>                       |  |                    |  |
| <b>Physical Address:</b>                          |  |                    |  |
|   |  |                    |  |
| <b>Mailing Address</b> (if different from above): |  |                    |  |
|   |  |                    |  |
| <b>Primary Certifying Official:</b>               |  |                    |  |
| <b>Phone Number:</b>                              |  | <b>Fax Number:</b> |  |
| <b>Email Address:</b>                             |  | <b>Website:</b>    |  |
| <b>Additional Certifying Officials:</b>           |  |                    |  |
| <b>Phone Number:</b>                              |  |                    |  |
| <b>Email Address:</b>                             |  |                    |  |

|  |            |           |                         |  |        |  |            |
|--|------------|-----------|-------------------------|--|--------|--|------------|
| <b>Accrediting Agency and Date of Last renewal:</b>                  |            |           |                         |  |        |  |            |
| <b>Has the accreditation status changed since the last approval?</b> | <b>Yes</b> | <b>No</b> | <b>If yes, by whom:</b> |  |        |  |            |
| <b>Is the institution</b> (Check all that apply)                     | Public     |           | Private                 |  | Profit |  | Non Profit |
| <b>Catalog Volume:</b>   |            |           |                         |  |        |  |            |

*Since the last approval:*

|   |            |           |                               |  |  |  |            |           |
|---|------------|-----------|-------------------------------|--|--|--|------------|-----------|
| <b>Has the institution experienced a change in ownership or name since the last approval?</b>   | <b>Yes</b> | <b>No</b> | If yes complete SAA Form 4251 |  |  |  |            |           |
| <b>Has the institution changed its address?</b>   | <b>Yes</b> | <b>No</b> | If yes complete SAA Form 4251 |  |  |  |            |           |
| <b>Has the tuition changed?</b>   | <b>Yes</b> | <b>No</b> | New rate?                     |  |  |  |            |           |
| Where is it in the catalog?   |            |           |                               |  |  |  |            |           |
| <b>Have any institutional policies changed? If yes, list what policies have changed and where the new information can be found in the catalog by page number:</b> |            |           |                               |  |  |  | <b>Yes</b> | <b>No</b> |
|   |            |           |                               |  |  |  |            |           |
|   |            |           |                               |  |  |  |            |           |
|   |            |           |                               |  |  |  |            |           |

## Part II: Program Information

*Please list every program your institution offers that you would like approved. Write on the document to clearly show any program name changes, hour changes, note programs that are no longer offered and list any new programs. Attach an additional sheet or list if necessary.*

[illegible]

### Part III: Modes of Instruction

*Each of these methods of education requires specific approval and certification. If the institution offers any of these modes and you do NOT request and receive approval, the Veteran cannot be certified for those courses. Non degree granting institutions may not receive approval for any programs that contain an element of distance education, which includes Independent Study or Online training.*

|   |   |                     |   |
|---|---|---------------------|---|
| <b>Practical Training</b>               | <b>Yes</b>  | <b>No</b>           | <b>Sign Here:</b>   |
| <b>Definition:</b>                      | Off-campus job experience included in a program of study and described in such terms as internship, practicum, or externship. Including clinical hours and medical or dental residencies.   |                     |   |
| <b>This Institution Certifies That:</b> | The practicum's are: a part of the approved curriculum of the school with a unit subject description; directly supervised by the school with an assigned instructor; measured in the same units as other courses; institutional in nature as distinguished from training on-the-job; and meet requirements for graduation. (38 CFR 21.4265 (f))   |                     |   |
| <b>Cooperative Training</b>             | <b>Yes</b>  | <b>No</b>           | <b>Sign Here:</b>   |
| <b>Definition</b>                       | A full time program of education consisting of phases of school instruction alternating with training in business or industrial establishment with such training being strictly supplemental to the school instruction. Alternating periods may be a part day in school and a part day on the job or may alternate on a daily, weekly, monthly or term basis. (38 CFR 21.4233 (a))  |                     |   |
| <b>This Institution Certifies That:</b> | The course is necessary for completing part of the work required for granting a degree or diploma; the alternate in-school periods of the course are at least as long as the alternate periods in the business or industrial establishment. The institution contracts with the establishment providing the cooperative portion of training to ensure that this portion will be training in a real and substantial sense and will supplement the in-school portion of the course; arranges directly with the establishment for placing the individual student in that establishment; exercises supervision and control over the student's attendance and activities at the establishment; and grants credit for the cooperative portion. |                     |   |
| <b>Off Campus Teaching Sites</b>        | <b>Yes</b>  | <b>No</b>           | <b>List all Off Campus Sites by name and address:</b>       |
|   |   |                     |   |
|   |   |                     |   |
|   |   |                     |   |
|   |   |                     |   |
| <b>Remedial Training</b>                | <b>Yes</b>  | <b>No</b>           | <b>List all remedial courses by course number and title</b> |
| <b>Course # and Title</b>               | <b>Credit Hours</b>   | <b>Catalog Page</b> |   |
|   |   |                     |   |
|   |   |                     |   |
|   |   |                     |   |
|   |   |                     |   |

#### Part IV- Catalog Review

The following information must be included with the approval request packet, either included in the catalog or as an attachment to it (enrollment agreement, student handbook etc.). Website links are not accepted. The approval cannot be finalized until all of this information has been reviewed to meet the standards of the law.

| Item   | Page | Item   | Page |
|--|------|--|------|
| <input type="checkbox"/> Tuition Rates and Fee Chart   |      | <input type="checkbox"/> Graduation Requirements   |      |
| <input type="checkbox"/> Academic Calendar   |      | <input type="checkbox"/> Attendance Standards  |      |
| <input type="checkbox"/> Entrance Requirements   |      | <input type="checkbox"/> Prior Credit Policy   |      |
| <input type="checkbox"/> Refund Policy   |      | <input type="checkbox"/> Student Conduct Policy  |      |
| <input type="checkbox"/> Evidence of Accreditation   |      | <input type="checkbox"/> Program Outlines  |      |
| <input type="checkbox"/> VA Form 22-1919 (private institutions)  |      | <input type="checkbox"/> List of Faculty/Instructors with Qualifications (degree, license number, experience etc.)   |      |
| <input type="checkbox"/> Enrollment Agreement and Student Handbook (if applicable)   |      | <input type="checkbox"/> Description of Facilities and Equipment   |      |
| <input type="checkbox"/> Standards of Progress   |      | <input type="checkbox"/> Effective Date of Catalog   |      |
| <input type="checkbox"/> VA Form 20-8206   |      | <input type="checkbox"/> Grading System  |      |
| <input type="checkbox"/> Compliance with 38 U.S.C. 3679(e) (Policy or Addendum)  |      | <input type="checkbox"/> List of all programs requested for approval   |      |
| <input type="checkbox"/> Verification of Legal Operation (Registration or Exemption with Utah Division of Consumer Protection) |      | <input type="checkbox"/> Contracts and Agreements with another Institution (if applicable)   |      |
|  |      | <input type="checkbox"/> Advertising (materials shall include, but are not limited to: mail pieces, brochures, printed literature, films, online advertising, broadcast media, material disseminated through print media, tear sheets, leaflets, handbills, fliers, and any sales or recruitment manuals.) |      |

**By signing this application, I certify that:**

- *The information contained in this application and attachment(s), catalog or bulletin, student handbook, supplements, addenda and the supporting approval material is true and correct in content and policy as required by 38 CFR 21.4253 (accredited). We understand that documents or statements found to be false, fictitious, fraudulent, misleading or misrepresenting the institution, its programs will result in the immediate suspension, withdrawal or denial of approval.*
- *The educational institution maintains adequate records, as prescribed by the State Approving Agency, to show the progress and grades of the eligible person or veteran and to show that satisfactory standards relating to progress and conduct are enforced.*
- *The school will make available to the authorized government representative records and accounts pertaining to eligible persons who received educational assistance. The institution will retain these records for three years from the student's graduation or termination date.*
- *The institution maintains a written record of the previous education and training of the eligible person that clearly indicates that appropriate credit has been given by this institution for previous education and training, with the training period shortened proportionately.*
- *The curriculum and instruction are consistent in quality, content, and length with similar programs in other public or private schools in the state, with recognized standards.*
- *The school has adequate space, equipment, facilities, instructional materials, and instructor personnel to provide training of good quality.*
- *This institution does not use erroneous, deceptive, or misleading practices nor does it advertise "VA" or "School" approval.*
- *This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.*

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Printed Name and Title of authorized Institutional Representative

Signature

Date

**STATEMENT OF ASSURANCE OF COMPLIANCE  
WITH EQUAL OPPORTUNITY LAWS**

(hereinafter called the "Signatory")

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*(Name of Organization, Institution, or Individual)***HEREBY AGREES THAT**

it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, to be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs), the ED (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

The Signatory **HEREBY GIVES ASSURANCE** that it will promptly take measures to effect this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Signatory by VA or ED, this assurance shall obligate the Signatory, or in the case of transfer of such property, any transferee, for the period during which the real property or structure is used for the purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In all cases, this assurance shall obligate the Signatory for the period during which the Federal financial assistance is extended to any of its programs by VA, ED or any other Federal agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance, including facilities furnished or payments made under sections 104 and 244(1) of Title 38, U.S.C. Also, sections 1713, 1720, 1720a, 1741-1743, 2408, 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620a, 641-643, 1008, 1008, 3402(a)(2), 5031-5037, 5051-5056 respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapter 106. Under the terms of an agreement between VA and ED, this assurance also includes Federal financial assistance given by ED through programs administered by that agency. Federal financial assistance is understood to include benefits paid directly to the Signatory and/or benefits paid to a beneficiary contingent upon the beneficiary's enrollment in a program or using services offered by the Signatory.

The Signatory agrees that Federal financial assistance or other benefits will be extended in reliance on the representations and agreements made in this assurance; that VA or ED will withhold financial assistance, facilities, or other benefits to assure compliance with the equal opportunity laws; and that the United States shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Signatory, its successors, transferees, and assignees for the period during which assistance is provided. The Signatory assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to its students or trainees in connection with the Signatory's programs or services are not discriminating against those students or trainees in violation of the above statutes.

The person whose signature appears below is authorized to sign this assurance.

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*(Date)*

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*(Signature of authorized official)*

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*(Title of authorized official)*

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*(Mailing address)*



## CONFLICTING INTERESTS CERTIFICATION FOR PROPRIETARY SCHOOLS ONLY

**Privacy Act Notice:** VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Vocational Rehabilitation Records - VA, and published in the Federal Register. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is required to obtain or retain benefits. We cannot pay education benefits to any person training at your school until we receive this information (38 U.S.C. 3696 (b)). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

**Respondent Burden:** We need this information to approve courses at your school for VA purposes and pay education benefits to trainees at your facility. Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at [www.whitehouse.gov/omb/ikrpr/OMBINV.VA.EPA.htm#EVA](http://www.whitehouse.gov/omb/ikrpr/OMBINV.VA.EPA.htm#EVA). If desired, you can call 1-888-GH-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

### 1. NAME AND ADDRESS OF INSTITUTION

**PURPOSE:** This form informs individuals that the law has restrictions concerning any potential conflict of interest. (See certifications (1) and (2) below).

#### (1) PROPRIETARY PROFIT SCHOOLS ONLY

Title 38 U.S.C. 3683 prohibits employees of the Department of Veterans Affairs (VA) and the State approving agency (SAA) from owning any interest in an educational institution operated for profit. In addition, the law prohibits these employees from receiving any wages, salary, dividends, profits, gifts, or services from private profit schools. These provisions may be waived if VA determines that no detriment will result to the government, or to veterans or eligible persons. Please list below those VA and SAA employees known by you who may have a potential conflict of interest under this provision. If there are none, please enter the word "none."

| NAME AND TITLE OF EMPLOYEE(S) | DESCRIPTION OF ASSOCIATION WITH SCHOOL |
|-------------------------------|--|
|                               |  |

#### (2) ALL PROPRIETARY SCHOOLS

Title 38 C.F.R. 21.4202(c), 21.5200(c), 21.7122(e)(6), and 21.7622(f)(4)(iv) prohibit the payment of educational assistance to any veteran or eligible person based on an enrollment in any proprietary school of which the veteran or eligible person is an official authorized to sign certificates of enrollment or verifications/certifications of attendance, or is an owner or an officer. Please list below the names and VA file numbers (claim or Social Security Numbers) of any certifying officials, owners, or officers of your school who receive VA educational assistance based on an enrollment in your school. If there is none, please enter the word "none."

| NAME AND TITLE OF EMPLOYEE(S) | VA FILE NUMBER | DATES OF ENROLLMENT WITH YOUR SCHOOL |    |
|-------------------------------|----------------|--------------------------------------|----|
|                               |                | FROM                                 | TO |
|                               |                |                                      |    |

**CERTIFICATION:** I DO HEREBY CERTIFY that the entries above are true and correct to the best of my knowledge. I agree to immediately notify VA of any potential violations of the above prohibitions.

| SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE OFFICIAL OR SCHOOL | TITLE | DATE |
|---|-------|------|
|   |       |      |



State Approving Agency for Veterans Education  
700 Foothill Blvd  
Salt Lake City, UT 84113  
Phone (801) 584-1973 ♦ Fax (801) 584-1964

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Programs at the above named institution are approved by the *Utah State Approving Agency for Veterans Education* (SAA) for eligible students to receive education benefits from the U.S. Department of Veterans Affairs. Students who enroll to receive these benefits are required to abide by the policies and rules of the school and by the rules and regulations set forth herein by the SAA and the U.S. Department of Veterans Affairs. **In instances where the policies stated herein vary with those of the institution, this addendum supersedes all conflicting policies and procedures.**

*Please read this Addendum carefully and sign and date at the bottom of the form.*

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

**Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent the areas below:**

**NOTE: A Covered Individual** is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e).

\_\_\_\_\_  
Print Name and Title of Official

\_\_\_\_\_  
Signature and Date